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State of Wisconsin
Department of Health and Family Services

January 16, 2001

To: Government Audit Manager

From: Sally A. Acuff, Chief
Special Services and Financial Statements Section
Bureau of Fiscal Services

RE: NEW AUDIT CONFIRMATION PROCEDURES

The Department of Health and Family Service is pleased to announce Sarah Cannon as our new Audit Confirmation Coordinator. Questions concerning the Audit Confirmation Request forms or process should be directed to Sarah at the following address and telephone number:

Sarah R. Cannon, Audit Confirmation Coordinator
Bureau of Fiscal Services
1 West Wilson Street – Room 655
PO Box 7850
Madison, WI 53707-7850
(608) 266-8147 (phone)
(608) 264-9874 (fax)

REVISED PROCEDURES

In order to streamline the Audit Confirmation Request process, the current DMT-479, Audit Confirmation Request has been modified. The new Audit Confirmation form and instructions are now available via the Internet at www.dhfs.state.wi.us/bfs/CARS/index.htm. Please download this form and mail or fax the completed form to the Audit Confirmation Coordinator at the above address or fax number.

The second modification is the elimination of the "Monthly Amounts Paid" section. This information is obtainable from several sources outside of the current Audit Confirmation Process. The monthly amounts paid, as well as the majority of the other information confirmed on an Audit Confirmation Request, are available on the DMT-603, Distribution Report for Agencies, and the DMT-620, Contract Summary Report, which are generated from the Community Aids Reporting System (CARS). These reports should be the first source used when confirming contract, payment and balance information. For contracts that are not on CARS (i.e. Purchase Orders), the traditional audit confirmation process will be used. In the event there is a need to confirm information through the traditional method of the Audit Confirmation Request form, the revised half page form should be utilized. A copy of the revised form is available via the Internet at www.dhfs.state.wi.us/bfs/CARS/index.htm.

The DMT-603, Distribution Report for Agencies, is generated monthly for County and Non-County Agencies whenever there is activity during the month. It is a four-part report consisting of a Transmittal Letter, Monthly Expenses Reported, Distribution of Expenditures,

and Expense Description. The Expense Description section provides the following specific information for each profile:

- | | |
|---------------------------|-------------------------|
| ❖ Net Expenses This Month | ❖ Contract/Addendum |
| ❖ Reported CTD Expenses | ❖ Payment/Advance |
| ❖ Expense Rolled In/ Out | ❖ CTD Payments/Advances |
| ❖ Actual CTD Expenses | ❖ Difference |
| | ❖ Unexpended Contract |

The DMT-620, Contract Summary Report, is a monthly report that is generated for County Agencies listing each profile by County. This report provides the following specific information for each profile:

- | | |
|--|--|
| ❖ Contract start date | ❖ Contract amount due to-from agency as of the report date |
| ❖ Contract end date | ❖ Current net prepayment |
| ❖ Current period activity | ❖ Contract to date pre payment |
| ❖ Contract to date activity | ❖ Contract to date reimbursement |
| ❖ Contract to date roll | ❖ Required match |
| ❖ Contract to date activity plus rolls | ❖ Over match |
| ❖ Allowable contract to date activity plus rolls | ❖ Contract balance |
| | ❖ Profile ID |

Efforts are underway to provide the DMT-620 as a query based system via the Internet with a target date of late spring calendar year 2001 for calendar year 2000 information.

Agencies should maintain these reports on file, at least through completion of their audit and eventual audit resolution. If the reports are unavailable through the Grantee's records, the Grantee should request a copy of the report from the Department of Health and Family Services CARS Unit at the following address:

Department of Health and Family Services
CARS Unit, Room 736
1 W. Wilson Street, P. O. Box 7850
Madison, WI 53707-7850
(608) 267-7104

Another piece of information needed during the course of an audit is the funding source. If any part of the grant is Federally funded, the Catalog of Federal Domestic Assistance (CFDA) number and percentage of federal funding becomes a necessary factor. The table of CFDA numbers by profile number is available via the Internet at www.dhfs.state.wi.us/bfs/CARS/index.htm. The Department is working on developing a procedure that will update the table as new profiles are created. At the present time, tables with funding information for contracts ending in the calendar years 1998 and 1999 are viewable at the above Internet site.

We invite you to visit the Internet site www.dhfs.state.wi.us/bfs/CARS/index.htm to view the new Audit Confirmation Request form, the table of CFDA numbers, or if you have any questions concerning the content of the DMT-603 or DMT-620. Information on the two CARS reports can be found by scrolling down to the section entitled "Community Aids Reporting System Unit (for questions other than funding)" then highlighting "CARS Accounting Reports Manual, State/County Consolidated Contract". Should you have any questions concerning the Audit Confirmation form or process please feel free to contact Sarah Cannon at the address or phone number listed above.